



IN REPLY TO:

United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

1220 (HR-250) P

February 18, 1998

EMS TRANSMISSION

Instruction Memorandum No. HR-98-026

Expires: 09/30/99

To: Director, BC, HR, RS, Office of IRM/Modernization  
Attention: Timekeepers

From: Director, National Human Resource Center

Subject: HR-IM-98-026 Shipping of CY 1996 Time & Attendance (T&A) Reports to the  
Federal Records Center  
DD: 03/06/98

We can now ship CY 1996 T&A records to the Records Center. The General Records Schedule dictates that original T&A records be kept for 6 years before being destroyed. You are required to maintain the current year and one previous year T&A records on-site.

Please send your CY 1996 T&As to HR-250, attention Terri Jeffries by March 6, 1998. All T&A reports must be organized by pay period for your division or staff.

The Records Center requires us to submit all T&A's for all the Denver Centers and IRM/Modernization organization in one shipment. Therefore, if you do not participate in this consolidated shipment, you will be responsible for maintaining the T&As for the required 6 years. Should your office have T&A's prior to 1996, the files should be marked with a destruction date, which would be 6 years after the end of the calendar year (BLM/GRS Schedule 2/8).

**A friendly reminder:** T&A records are Privacy Act records which contain confidential information on employees (i.e., social security numbers). Privacy Act records must be stored in locked cabinets with access granted only to those with a need to know (timekeepers and supervisors). Other types of privacy act records which need to be secured are Travel Authorizations, Travel Vouchers, Supervisor's copies of employee appraisals and/or any other documents with social security numbers, home addresses or other confidential information..

If you need additional information or assistance regarding disposition of records, please contact Pat Day, Records Administrator at 236-6362 or FAX 236-0711.

Signed by: Linda D. Sedbrook, Director  
Authenticated by: Terri Jeffries, Staff Assistant

Distribution

RS-150A, BLM Library

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HR-200, Reading File

